



**Bid Number 50-00116919**

**A ONE-TIME PURCHASE AND INSTALLATION OF A GAS  
CHROMATOGRAPH AND AUTOSAMPLER FOR THE JEFFERSON PARISH  
DEPARTMENT OF WATER, WATER LAB**

**BID DUE: July 7, 2016 / 2:00 PM**

**ATTENTION VENDORS!!!**

**Please review all pages and respond accordingly, complying with all provisions  
in the technical specifications and Jefferson Parish Instructions for Bidders and  
General Terms and Conditions. All bids must be received in the Purchasing  
Department by the bid due date and time.**

**Jefferson Parish Purchasing Department  
200 Derbigny Street  
General Government Building, Suite 4400  
Gretna, LA 70053  
Buyer: Melissa Ovalle  
Buyer Email: [movalle@jeffparish.net](mailto:movalle@jeffparish.net)  
Buyer Phone #: 504-364-2687**

## Agilent 7890B GC Bid Specifications

Model/ option	Specification	Description	Justification
G3440B	Retention time performance	Retention time repeatability: < 0.008% or < 0.0008 min * Area repeatability < 1% RSD * * 2ng tetradecane, using 7890A, ALS, Agilent data system	Precise retention time and area reproducibility are the basis for all qualitative and quantitative chromatographic measurements
G3440B	GC Configuration	Must support simultaneously: - two inlets - three detectors - four detector signals	Multiple inlets/detectors offer flexibility in configuration for a wide variety of analyses
G3440B	EPC Modules/ EPC Channels	Must be able to install up to six EPC modules can be installed, providing control of up to 16 channels of EPC	Allows maximum flexibility in configuring GC for a wide variety of applications.
G3440B	Inlet, Aux and PCM EPC Modes	Must provide, when used with capillary columns, four column flow control modes: constant pressure, ramped pressure (3 ramps), constant flow, or ramped flow (3 ramps). Column average linear velocity is calculated.	The ability to program the flow provides another means to speed up the analysis when limited by temperature. Allows guard column backflushing to begin during the run by programming the auxiliary flow.
G3440B	LAN	The LAN interface must allow real-time monitoring of the GC when it is connected with monitoring & diagnostic software, even when also connected to a data system	Enables simultaneous real-time monitoring of GC, even during operation
G3440B	Counters Software for GC	GC must provide software that monitors GC counters and provides graphic display. Also must provide a real-time notification via indicator/advisory when a counter limit has been reached.	Enables user to have access to a counters in a graphical manner with automatic notifications
G3440B	Set point control	Must provide set point control from the local keyboard or via a networked data system.	Stand-alone control allows use of GC with analog signal data analysis systems. Setpoints can be adjusted at the instrument if the networked system is not nearby.
G3440B	Automation control and clock time programming	Must provide automation control from the local keyboard or via a networked data system. Must provide clock-time programming initiated from the front panel to initiate events (on/off, method start, etc.) at a future date and time.	Local operation allows valved and/or ALS injections to be used. Sequences run from the keyboard allow automation when data analysis system does not provide it. Local clock time programming allows operations such as blank runs to be scheduled by day of the week. The same type of operations is also available from networked data system control.
G3440B	Run time deviation log	Must provide a run time deviation log created for each analysis	Ensures that all method parameters were achieved and maintained.
G3440B	Display of all GC set points at the GC or data system.	Must provide display of all GC and automatic sampler set points at the GC or data system via English or Chinese characters on GC display	Easy user interface
G3440B	Operating temperature range	Oven operating range must be from Ambient temperature +4 °C to 450 °C.	Wide temperature range necessary for flexibility in method development.
G3440B	Temperature set point resolution	Oven temperature set point resolution must be 0.1 °C.	Provides better support of faster methods using method translation.

G3440B	Oven ramps/plateaus	Oven must support 20 oven ramps with 21 plateaus. Negative ramps are allowed.	Multiple temperature ramps necessary for flexibility in method development.												
G3440B	Oven ramp rates	Maximum achievable Temperature ramp rates: 120 °C/min (120 V units are limited to 75°C/min)	Fast GC increases lab productivity. – fast cool down reduces cycle time without method modification												
G3440B	Fast oven ramp rates (single channel GC operation,	Must be able to achieve the following ramp rates for single channel GC operation: - high power (>200volts, >15 amps) and oven insert allowed):	Allows for fast GC methods												
		<table><tr><th>Temp Range (°C)</th><th>Ramp Rate (°C/min)</th></tr><tr><td>50 to 70</td><td>120</td></tr><tr><td>70 to 115</td><td>120</td></tr><tr><td>115 to 175</td><td>110</td></tr><tr><td>175 to 300</td><td>80</td></tr><tr><td>300 to 450</td><td>65</td></tr></table>	Temp Range (°C)	Ramp Rate (°C/min)	50 to 70	120	70 to 115	120	115 to 175	110	175 to 300	80	300 to 450	65	
Temp Range (°C)	Ramp Rate (°C/min)														
50 to 70	120														
70 to 115	120														
115 to 175	110														
175 to 300	80														
300 to 450	65														
G3440B	Oven cool down	Oven cool down (22 °C ambient) 450 to 50 °C in 4.0 min (3.5 min with oven insert accessory).	Fast cool down time allows for overall fast cycle time												
G3440B	Ambient temperature rejection	Oven must have ambient rejection: < 0.01 °C per 1 °C.	Reduces the influence of the ambient temperature on retention time repeatability.												
G3440B	Oven power safety	Oven power must turn-off automatically when the lid/door is opened.	User must be protected from high oven heat when door is opened.												
G3440B	Gas supply shutoff	An automatic carrier shutoff, if the inlet pressure drops significantly, must be built-in	Low pressure indicates that there is insufficient gas for the chromatographic run to be valid, protects against gas loss in case of leaks												
G3440B	Pneumatics	Pneumatics must be electronic and programmable.	Precise pneumatic control is a key component to retention time and area repeatability. Programmability allows automation using methods with different pressure and flow set points.												
G3440B	Pneumatics	Each EPC unit is optimized for its intended use with a specific inlet and detector option.	No unneeded parts to effect complexity and reliability. Components are chosen to optimize stability in the normal operating range of each specific inlet or detector. This leads to better retention time and area repeatability.												
G3440B	Inlet Pneumatics	Inlet must have Electronic pneumatic control of carrier, split and septum purge gases, including electronic ON/OFF	Electronic pressure control allows greater flexibility of operation than manual controls. Full method documentation. Programming of inlet pressure can minimize sample degradation and improve efficiency of sample transfer to the column.												
G3440B	Compensation for barometric pressure and ambient temperature changes is standard	Compensation for barometric pressure and ambient temperature changes must be standard.	Reduces the influence of environmental factors retention time repeatability. Methods remain stable when atmospheric pressure changes. Methods at sea level and high elevations give the same results.												
G3440B	Pressure setpoint precision and control	Pressure set points must be able to be adjusted by increments of 0.001 psi, with typical control ± 0.001 for the range 0.000 to 99.999 psi; 0.01 psi for the range 100.00 psi to 150.00 psi	Leads to more precise translation of methods and retention time locking precision. This is especially important for methods requiring low column head pressure.												

G3440B	Pressure/flow ramps	User must be able to set up to a maximum of three Pressure/flow ramps in addition to injecting at a different (pulsed) pressure	Constant flow or pressure provide consistent efficiency, but additional ramps can be used to decrease retention times after column temperature limit is reached or to elute unimportant late eluting peaks faster.
G3440B	Carrier and makeup gas settings	User must be able to select carrier and makeup gas types. Carrier types supported are He, H <sub>2</sub> , N <sub>2</sub> , and argon/methane. Makeup gas types available are detector specific	This allows column flow to be controlled with the user's preferred carrier gas. This is required because of the differences in the gases' viscosities
G3440B	Temperature coefficient drift	Electronic pneumatic control must have a temperature coefficient : ≤ ± 0.01 psi/°C, Drift: ≤ ± 0.1 psi/6 months.	Reduces the influence of environmental factors retention time and area repeatability.
G3440B	Flow sensors	Flow sensors must have specification for Accuracy: ≤ ± 5% depending on carrier gas, Repeatability: ≤ ± 0.35% of setpoint, normal temperature and pressure (NTP)* per °C for He or H <sub>2</sub> ; ≤ ± 0.05 mL/min NTP per °C for N <sub>2</sub> or Ar/CH <sub>4</sub> .	Enables better instrument repeatability and instrument to instrument precision.
G3440B	Flow/pressure setpoints display/control	Flow/pressure setpoints via GC or Agilent ChemStations	Allows setpoints to be displayed/controlled via Agilent devices per user preference.
G3440B	Constant flow mode	Constant flow mode must be available	Flow decreases with increasing oven temperature if only constant pressure mode is available. This leads to increased retention times
G3440B	Mass Flow Sensors	Split/splitless, and PTV inlets must have mass flow sensors for the control of flow to inlet	Mass flow sensors provide best dynamic range of flow and pressure control. High flow rates are available even when the column pressure is low.
G3440B	S/SL and PTV inlets ratios set electronically	S/SL and PTV inlets must allow the split ratio to be set electronically Split flow and split ratio are calculated from total flow and calculated column and calibrated septum purge flows	Convenience of method setup, accuracy of split ratio
G3440B	Inlet modules Pressure sensors	Accuracy: ≤ ± 2% full scale, Repeatability: ≤ ± 0.05 psi, Temperature coefficient : ≤ ± 0.01 psi/°C, Drift: ≤ ± 0.1 psi/6 months.	Retention time repeatability and precision.
G3440B	Inlet modules Flow sensors	Accuracy: ≤ ± 5% depending on carrier gas, Repeatability: ≤ ± 0.35% of setpoint, normalized temperature and pressure (NTP)* per °C for He or H <sub>2</sub> ; ≤ ± 0.05 mL/min NTP per °C for N <sub>2</sub> or Ar/CH <sub>4</sub> .	Retention time repeatability for packed column operation in PP inlet, split ratio stability and accuracy in S/SL inlet.
G3440B	Detector modules	Accuracy: ≤ ± 3 mL/min NTP or 7% of setpoint, Repeatability: ≤ ± 0.35% of setpoint *NTP = 25 °C and 1 atmosphere	Area repeatability because detector response is stable. Instrument to instrument detector reproducibility when flows can be set accurately.
G3440B	Number of inlets installed	Must be able to install up to two inlets	Provides flexibility in configurations for GC applications
G3440B	Inlets available	Must be able to install any of these inlets - Split/splitless capillary inlet (S/SL) - Purged packed injection port (PPIP) - Multimode inlet (MMI) - Temperature-programmable cool on-column (PCOC) - Programmable temperature vaporizer (PTV) - Volatiles inlet (VI)	A wide variety of inlets to suit the user's application
G3440B	Inlet pneumatics SSL	Inlet must have Electronic pneumatic control of carrier, split and septum purge	Electronic pressure control allows greater flexibility of operation than manual

		gases, including electronic ON/OFF	controls. Full method documentation. Programming of inlet pressure can minimize sample degradation and improve efficiency of sample transfer to the column. Choose the column to suit your sample.
G3440B	Capillary column id	Must be suitable for all capillary columns including DB-5.625 column, 30 m, 0.32 mm, 0.25 $\mu$ m	
G3440B	Split ratios allowed	Must allow split ratio setpoint up to 7,500:1	A wide range of available split ratios help avoid column overload.
G3440B	Modes	Must allow these modes and be easily accessible::	The right mode for every sample is easily selected.
	SSL	- split - splitless mode - Pressure-pulsed splitless mode.	Split mode allows the user to introduce the appropriate amount of sample on high resolution capillary columns for analysis (e.g., gasoline analysis). Splitless mode allows for more trace analysis. Pressure-pulsed splitless mode can reduce the amount of time spent in the vaporizing inlet, improve early eluting peaks. Pulsed Split is also available. High maximum temperature for flexibility in method development
G3440B	Maximum temperature	Maximum temperature: 400 °C.	
G3440B	EPC Pressure Ranges	EPC available in two pressure ranges: - 0 to 100 psig (0 to 680 kPa) $\geq$ 0.200 mm diameter - 0 to 150 psig for columns < 0.200 mm diameter.	Allows the pressure range to be matched to the working pressures required by the column and oven temperature. The smaller diameter columns require a higher maximum pressure for a given temperature. Wider bore columns require the precision at low pressure available when the pressure range is more limited. Agilent optimizes instead of compromises.
G3440B	Gas saver mode	Gas saver mode built in	Reduces gas consumption without compromising performance. (reduces split vent flow at a run-time programmable time, without affecting the column flow, the gas saver mode key will restore the original flow rate)
G3440B	Septum purge	Must have electronic septum purge flow	Septum purge helps eliminate "ghost" peaks. Electronic control allows user to set the flow for his septum of choice and the injection parameters required.
G3440B	Purge flow change	Split and septum purge flow can be changed without changing the column flow	Changing the split and septum flow without changing the column flow allows for changes in sample concentration without affecting retention times.
G3440B	Total flow range	Must be able to set total flow range: 0 to 200 mL/min N <sub>2</sub> 0 to 1,250 mL/min H <sub>2</sub> or He	A wide range for setting total flow enables the widest range of applications.
G3440B	Inlet maintenance	Inlet sealing system is built in standard with each S/SL inlet for quick, easy, injector liner changes in under 30 seconds.	Fast, easy inlet maintenance helps minimize instrument downtime
G3440B	Electronic pneumatics control and electronic on/off for all detector	Electronic pneumatics control and electronic on/off for all detector gases.	Electronic pressure control allows greater flexibility of operation than manual controls. Full method documentation. Setting detector pressure/flows can help optimize detector operation and sensitivity.

G3440B	gases Detector Electronic compensation	Detector EPC compensated for atmospheric pressure and temperature variation	Reduces the influence of environmental factors that affect detector performance. Methods and performance remain stable when atmospheric pressure changes. Improves area repeatability.
G3440B	Sensitivity ECD	Minimum detectable level: 4.5 fg/mL lindane	High sensitivity allows smaller amounts of analyte to be detected
G3440B	Linear Dynamic Range ECD	Proprietary signal linearization. Linear dynamic range: $> 5 \times 10^4$ with lindane	A high linear dynamic range allows a wider range of concentrations to be detected in one run. This reduces the number of reinjections necessary, leading to higher lab productivity. It is required for some regulated methods.
G3440B	Data rate ECD	Data acquisition rate: up to 50 Hz	High acquisition rate required for fast chromatography. Data rate fast enough for 100 msec wide (half height) peaks - $^{63}\text{Ni}$ is preferred source of $\beta$ particles. The amount chosen has been optimized for detector performance and safety.
G3440B	Electron source ECD	Uses $\beta^-$ emission of $< 15 \text{ mCi } ^{63}\text{Ni}$ as the electron source.	
G3440B	Micro cell (anode) design ECD	Must be equipped with hidden anode and high velocity flows.	Minimizes contamination and optimizes sensitivity
G3440B	Maximum temperature ECD	400 °C maximum operating temperature	High temperature necessary to vaporize high boiling compounds
G3440B	EPC control ECD	Standard EPC makeup gas types: argon/5% methane or nitrogen; 0 to 150 mL/min	Electronic pressure control allows greater flexibility of operation than manual controls.
G3440B	EPC atmospheric pressure & temperature variation compensations	EPC atmospheric pressure & temperature variation compensations	Reduces the influence of environmental factors retention time repeatability. Methods remain stable when atmospheric pressure changes. Methods as sea level and high elevations give the same results.
G3440B	EPC Pressure control	Psig (gauge) and psia (absolute) pressure control	Both psig and psia pressure control provide stability in pressure
G3440B	Channels per PCM	2 channels	PCM can be located in either/ both inlet EPC positions, and in either/both auxiliary positions on the back of the 7890B GC
G3440B	Maximum	Maximum of 3 PCMs per GC	More auxiliary channels of EPC, flow or pressure, provide more flexibility and wider range of potential analyses.
G3440B	CFT- Diffusion bonding	Diffusion bonding	Forms a single flow plate
G3440B	CFT- Small profile	Small profile	For fast thermal response
G3440B	CFT- Projection welded connections	Projection welded connections	For leak-tight fittings
G3440B	CFT- Deactivation	Deactivation of all internal surfaces in the sample path	For sample path inertness
G3440B	Deans Switch Device	Pneumatic 2-dimensional heart-cutting	Deans switching provides additional selectivity using 2-dimensional GC analysis. Peaks of interest that may be

			<p>coeluting on one column are diverted to a separate column of different stationary phase. This technique can also reduce maintenance costs by having troublesome solvents or other components bypass detectors or columns.</p>
G3440B	Purged Effluent Splitters Devices	Pneumatic purged 2-way or 3-way splitter	<p>A 3-way purged effluent splitter sends column effluent to three detectors, even an MSD. More information can be obtained in a single run to help locate target peaks in unknowns. A 2-way purged effluent splitter version is also available.</p>
G3440B	Location of introduction of EPC	EPC can be introduced at any column or restrictor connection	Allows flexibility and versatility in developing methods utilizing capillary flow technology
G3440B	Configuration	Capillary Flow configuration of up to six columns/restrictors	Allows flexibility and versatility in developing methods utilizing capillary flow technology
G3440B	Backflush	GC firmware/software optimized for backflush operation.	Backflush Wizard Software simplifies backflush set-up and operation with the 7890B GC
G3440B	Communication interfaces	<ul style="list-style-type: none"> <li>• LAN</li> <li>• Two analog output channels (1-mV, 1-V, and 10-V output available) as standard</li> <li>• Remote start/stop</li> <li>• Keyboard control of the Agilent Automatic Liquid Sampler (ALS)</li> <li>• Storage of 10 methods</li> <li>• Storage of five ALS sequences</li> <li>• Binary-coded decimal input for a stream selection valve</li> <li>• Serial port interface for Remote Advisor or optional Bar Code Reader</li> </ul>	<p>LAN communication allows network analysis</p>
G3440B	Regulatory for EMC and RFI	Designed and manufactured under a quality system registered to ISO 9001, Declaration of Conformity available.	Tested to conform to industry recognized standards for regulations for emission and susceptibility to electromagnetic interferences
G3440B	ISO 9001	<p>Four internal 24-volt connections (up to 150 mA)</p> <p>Two external 24-volt connections (up to 150 mA)</p> <p>Two on/off contact closures (48 V, 250 mA max)</p>	Designed under industry standard quality system.
G3440B	Connections/contact closures	550 time events via data system. 50 time events via GC keyboard	Flexible capabilities connecting to external devices
G3440B	Timed Events	<p>Support for up to 8 valves:</p> <ul style="list-style-type: none"> <li>-valves 1-4, 12 V DC 13 watt in a heated valve box</li> <li>- valves 5-6, 24 V DC 100 mA unheated, for low power valve applications</li> <li>- Valves 7-8, externally powered as a remote event from separate contact closure</li> </ul>	Large number of available timed events particularly useful for multi-dimensional chromatography
G3440B	Support for up to 8 valves	Independent heated zones, not	Flexible valves allow complex application. Control as part of sample run table

		including oven: six (two inlets, two detectors, and two auxiliary). Third detector as TCD can utilize any available zone from inlet or auxiliary zones.	provides method documentation and precision
G3440B	Heated zones	Maximum operating temperatures for auxiliary zones: 400 °C	Heated zones for inlet, detector and auxiliary zones
G3440B	Maximum operating temperatures for auxiliary zones		High temperature operation for analysis of high boiling sample components



DATE: 6/22/2016

INVITATION TO BID  
THIS IS NOT AN ORDER

Page: 1

BID NO.: 50-00116919

**JEFFERSON PARISH**  
PURCHASING DEPARTMENT  
P.O. BOX 9  
GRETNA, LA. 70054-0009  
504-364-2678

BUYER: MOVALLE@jeffparish.net

**BIDS WILL BE RECEIVED IN THE PURCHASING DEPARTMENT, SUITE 4400, JEFFERSON PARISH GENERAL GOVERNMENT BUILDING, 200 DERBIGNY STREET, GRETNA, LA 70053 UNTIL 2:00 PM, 7/07/2016 AND PUBLICLY OPENED THEREAFTER.**

**LATE BIDS WILL NOT BE ACCEPTED**

Unless submitting via online (see Page 3), each bid must be submitted in a sealed envelope bearing on the outside; the name of the Bidder, his address, and the name of the project for which the bid is submitted and the bid number.

**NOTE: ONLY BIDS WRITTEN IN INK OR TYPEWRITTEN, AND PROPERLY SIGNED BY A MEMBER OF THE FIRM OR AUTHORIZED REPRESENTATIVE, WILL BE ACCEPTED. PENCIL AND/OR PHOTOSTATIC FIGURES OR SIGNATURES SHALL RESULT IN BID REJECTION.**

**INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS**  
**THE FOLLOWING INSTRUCTIONS APPLY TO ALL BIDS**

All bids submitted are subject to these instructions and general conditions and any special conditions and specifications contained herein, all of which are made part of this bid proposal reference. By submitting a bid, vendor agrees to comply with all provisions of Louisiana Law as well be in compliance with the Jefferson Parish Code of Ordinances, Louisiana Code of Ethics, applicable Jefferson Parish ethical standards and Jefferson Parish Resolution No. 113646 and/or Resolution No. 113647.

All vendors submitting bids must register as a Jefferson Parish vendor if not already yet registered. Bidders may be required to furnish current W-9 Forms and respective Tax Identification Numbers within 10 days after bid opening if such information is not on file or not up to date. Registration forms may be downloaded from [www.purchasing.jeffparish.net](http://www.purchasing.jeffparish.net) and clicking on Vendor Information.

All quotations shall be based on F.O.B. Agency warehouse or job site, anywhere within the Parish as designated by the Purchasing Department. This provision does not apply to public works projects

JEFFERSON PARISH requires all products to be new (current) and all work must be performed according to standard practices for the project. Unless otherwise specified, no aftermarket parts will be accepted. Unless otherwise specified, all workmanship and materials must have at least one (1) year guaranty, in writing, from the date of delivery and/or acceptance of the project. Any deviations or alterations from the specifications must be indicated and/or supporting documentation supplied with bid submission.

Bidders should submit all questions in writing and fax them to the Purchasing Department at (504) 364-2693 no later than FIVE (5) working days prior to bid opening. Bid numbers should be mentioned in all requests. Questions may also be emailed to the buyer for this bid at the email address listed above. If submitting online, vendors may send questions via the E-Procurement site no later than Five (5) working days prior to the bid opening.

If this bid requires a pre-bid conference (see Additional Requirements section), bidders are advised that such conference will be held to allow bidders the opportunity to identify any discrepancies in the bid specifications and seek further clarification regarding instructions. The Purchasing Department will issue a written response to bidders' questions in the form of an Addendum. Please note that all official communication will be expressed in the form of an addendum.

All formal Addenda require written acknowledgement on the bid form by the bidder. Failure to acknowledge an Addendum on the bid form shall cause the bid to be rejected. JEFFERSON PARISH reserves the right to award bid to next lowest responsive and responsible bidder in this event.

The purpose and intention of this invitation to bid is to afford all suppliers an equal opportunity to bid on all construction, maintenance, repair, operating supplies and/or equipment listed in this bid proposal. JEFFERSON PARISH WILL ACCEPT ONE BID ONLY FROM EACH VENDOR. Items bid must meet specifications.

**Visit our website at [HTTP://PURCHASING.JEFFPARISH.NET](http://PURCHASING.JEFFPARISH.NET)**

JEFFERSON PARISH will accept one price for each item unless otherwise indicated. Two or more prices for one item will result in bid rejection. Bidders are required to complete, sign and return the bid form and/or complete and return the associated line item pricing forms as indicated. Vendors must not alter the bid forms. Doing so will cause the bid to be rejected.

If the bid exceeds \$30,000.00 and the company is duly authorized to do business in the state of Louisiana, a corporate resolution must be submitted with the bid or the person signing the bid documents must be listed on the Louisiana Secretary of State's website as an officer of the corporation, unless bidder has otherwise complied with LSA-R.S. 38:2212(B)(5). If the bid is in excess of \$30,000 and bidder is registered out of the state of Louisiana, a corporate resolution must be submitted with the bid, unless bidder has otherwise complied with LSA-R.S. 38:2212(B)(5). Failure to comply will cause bid to be rejected; the Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event. Bids submitted by Owner or Sole Proprietorships must include certification that he or she owns the entity for which the bid is signed. Sole proprietors submitting bids for public works projects shall within 10 days after bid opening submit sole proprietorship certification.

NOTE: A sample corporate resolution can be downloaded from our website <http://purchasing.jeffparish.net> or you may provide your own document. A sample certification of sole proprietorship can also be downloaded from our website <http://purchasing.jeffparish.net> or you may provide your own document.

### INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

A. AWARD OF CONTRACT: JEFFERSON PARISH reserves the right to award contracts or place orders on a lump sum or individual item basis, or such combination, as shall in its judgment be in the best interest of JEFFERSON PARISH. Every contract or order shall be awarded to the LOWEST RESPONSIVE and RESPONSIBLE BIDDER, taking into consideration the CONFORMITY WITH THE SPECIFICATIONS and the DELIVERY AND/OR COMPLETION DATE. IN THE EVENT OF SPLIT AWARD, THE PURCHASING DEPARTMENT MAY CONTACT VENDORS TO REQUEST REQUIRED AFFIDAVITS. THOSE VENDORS WILL HAVE 10 DAYS FROM THE DATE OF NOTICE TO SUBMIT COMPLETE, SIGNED AND NOTARIZED AFFIDAVITS IN ORIGINAL FORMATS.

All bid prices shall remain valid for 45 days. Jefferson Parish and the lowest responsive and responsible bidder(s) by mutual written consent may mutually agree to extend the deadline for award by one (1) or more extensions of thirty (30) calendar days.

Preference is hereby given to materials, supplies, and provisions produced, manufactured or grown in Louisiana, quality being equal to articles offered by competitors outside the state. "LSA-R.S.38:2251-2261"

B. USE OF BRAND NAMES AND STOCK NUMBERS: Where brand names and stock numbers are specified, it is for the purpose of establishing certain minimum standards of quality. Bids may be submitted for products of equal quality, provided brand names and stock numbers are specified. Complete product data may be required prior to award.

C. CANCELLATION OF CONTRACT: JEFFERSON PARISH reserves the right to cancel all or any part if not shipped promptly. No charges will be allowed for parking or cartage unless specified in quotation. The order must not be filled at a higher price than quoted. JEFFERSON PARISH reserves the right to cancel any contract at anytime and for any reason by issuing a THIRTY (30) day written notice to the contractor.

For good cause and as consideration for executing a contract with Jefferson Parish, vendor conveys, sells, assigns and transfers to Jefferson Parish or its assigns all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of Louisiana, relating to the particular good or services purchased or acquired by Jefferson Parish.

D. PRICES: Jefferson Parish is exempt from paying sales tax under LSA-R.S. 47:301 (8)(c). All prices for purchases by Jefferson Parish of supplies and materials shall be quoted in the unit of measure specified and unless otherwise specified, shall be exclusive of state and Parish taxes. The price quoted for work shall be stated in figures. In the event there is a difference in unit prices and totals, the unit price shall prevail.

Quantities listed are for bidding purposes only. Actual requirements may be more or less than quantities listed.

Bidders are not to exclude from participation in, deny the benefits of, or subject to discrimination under any program or activity, any person in the United States on the grounds of race, color, national origin, or sex; nor discriminate on the basis of age under the Age Discrimination Act of 1975, or with respect to an otherwise qualified handicapped individual as provided in Section 504 of the Rehabilitation Act of 1973, or on the basis of religion, except that any exemption from such prohibition against discrimination on the basis of religion as provided in the Civil Rights Act of 1964, or Title VI and VII of the Act of April 11, 1968, shall also apply. This assurance includes compliance with the administrative requirements of the Revenue Sharing final handicapped discrimination provisions contained in Section 51.55 (c), (d), (e), and (k)(5) of the Regulations. New construction or renovation projects must comply with Section 504 of the 1973 Rehabilitation Act, as amended, in accordance with the American National Standard Institute's specifications (ANSI A17.1-1961).

## INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

Advertised bids will be tabulated and a copy of the tabulation will be forwarded to each responding bidder.

**IN ACCORDANCE WITH STATE REGULATIONS JEFFERSON PARISH OFFERS ELECTRONIC PROCUREMENT TO ALL VENDORS**

**This electronic procurement system allows vendors the convenience of reviewing and submitting bids online. This is a secure site and authorized personnel have limited read access only. Bidders are encouraged to submit electronically using this free service; while the website accepts various file types, one single PDF file containing all appropriate and required bid documents is preferred. Bidders submitting uploaded images of bid responses are solely responsible for clarity. If uploaded images/documents are not legible, then bidder's submission will be rejected. Please note all requirements contained in this bid package for electronic bid submission.**

**Please visit the Purchasing Department webpage at <http://purchasing.jeffparish.net> to register and review Jefferson Parish solicitations.**

The general specifications for construction projects and the purchase of materials, services and/or supplies are those adopted by the JEFFERSON PARISH Council by Resolution No. 113646 or 113647 dated 12/09/09. The general conditions adopted by this resolution shall be considered as much a part of this document as if they were written wholly herein. A copy may be obtained from the Office of the Parish Clerk, Suite 6700, Jefferson Parish General Government Building, 200 Derbigny Street, Gretna, LA 70053. You may also obtain a copy by visiting the Purchasing Department webpage at <http://purchasing.jeffparish.net> and clicking on Online Forms.

**ADDITIONAL REQUIREMENTS FOR THIS BID**

PLEASE MATCH THE NUMBERS PRINTED IN THIS BOX WITH THE  
CORRESPONDING INSTRUCTIONS BELOW.

**10, 13, 15**

1. All bidders must attend the MANDATORY pre-bid conference and will be required to sign in and out as evidence of attendance. In accordance with LSA R.S. 38:2212(I), all prospective bidders shall be present at the beginning of the MANDATORY pre-bid conference and shall remain in attendance for the duration of the conference. Any prospective bidder who fails to attend the conference or remain for the duration shall be prohibited from submitting a bid for the project.
2. Attendance to this pre-bid conference is optional. However, failure to attend the pre-bid conference shall not relieve the bidder of responsibility for information discussed at the conference. Furthermore, failure to attend the pre-bid conference and inspection does not relieve the successful bidder from the necessity of furnishing materials or performing any work that may be required to complete the work in accordance with the specification with no additional cost to the owner.
3. Contractor must hold current applicable JEFFERSON PARISH licenses with the Department of Inspection and Code Enforcement. Contractor shall obtain any and all permits required by the JEFFERSON PARISH Department of Inspection and Code Enforcement. The contractor shall be responsible for the payment of these permits. All permits must be obtained prior to the start of the project. Contractor must also hold any and all applicable Federal and State licenses. Contractor shall be responsible for the payment of these permits and shall obtain them prior to the start of the project.
4. A LA State Contractor's License will be required in accordance with LSA R.S. 37-2150 et. seq. and such license number will be shown on the outside of the bid envelope. Failure to comply will cause the bid to be rejected. Additionally if submitting the bid electronically, then the license number must be entered in the appropriate field in the Electronic Procurement system. Failure to comply will cause the bid to be rejected.
5. It is the bidder's responsibility to visit the job site and evaluate the job before submitting a bid.
6. Job site must be clean and free of all litter and debris daily and upon completion of the contract. Passageways must be kept clean and free of material, equipment, and debris at all times. Flammable material must be removed from the job site daily because storage will not be permitted on the premises. Precautions must be exercised at all times to safeguard the welfare of JEFFERSON PARISH and the general public.

**INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS**

7. PUBLIC WORKS BIDS: All awards for public works in excess of \$5,000.00 will be reduced to a formal contract which shall be recorded at the contractor's expense with the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. A price list of recordation costs may be obtained from the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. All awards in excess of \$25,000.00 will require both a performance and a payment bond. Unless otherwise stated in the bid specifications, the performance bond requirements shall be 100% of the contract price. Unless otherwise state in the bid specifications, the payment bond requirements shall be 100% of the contract price. Both bonds shall be supplied at the signing of the contract.
8. NON-PUBLIC WORKS BIDS: A performance bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The performance bond shall be supplied at the signing of the contract.
9. NON-PUBLIC WORKS BIDS: A payment bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The payment bond shall be supplied at the signing of the contract.
10. Unless otherwise stated in the bid specifications, the successful bidder will be required to procure standard insurance policies evidencing Parish-mandated insurance requirements as indicated on the attached sheet. The current certificate of insurance must be submitted by low bidder within 10 days after bid opening to the Purchasing Department. Failure to comply will cause bid to be rejected. JEFFERSON PARISH reserves the right to award bid to the next lowest responsive and responsible bidder in this event.
11. A bid bond will be required with bid submission in the amount of 5% of the total bid, unless otherwise stated in the bid specifications. Acceptable forms shall be limited to cashier's check, certified check, or surety bid bond. All sureties must be in original format (no copies) If submitting a bid online, vendors must submit an electronic bid bond through the respective online clearinghouse bond management system(s) as indicated in the electronic bid solicitation on Central Auction House. No scanned paper copies of any bid bond will be accepted as part of the electronic bid submission.
12. This is a requirements contract to be provided on an as needed basis. JEFFERSON PARISH makes no representations on warranties with regard to minimum guaranteed quantities unless otherwise stated in the bid specifications.
13. Freight charges should be included in total cost when quoting. If not quoted FOB DELIVERED, freight must be quoted as a separate item. Bid may be rejected if not quoted FOB DELIVERED or if freight charges are not indicated on bid form.
14. PUBLIC WORKS BIDS - Completed, Signed and Properly Notarized Affidavits (in Original Format) required; Non-Conviction Affidavit, Non-Collusion Affidavit, Campaign Contribution Affidavit and E-Verify Affidavit must be completed, signed, notarized and submitted by low bidder within 10 days after bid opening to the Purchasing Department on all solicitations for construction, alteration or demolition of public building or project, including but not limited to requirements found in LSA-RS 38:2212.9; LSA-RS 38:2212.10; LSA-RS 38:2224; Code of Ordinances, Jefferson Parish, Louisiana, Sec 2-923.1. Failure to comply will cause bid to be rejected; the Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event. For the convenience of vendors, all affidavits have been combined into one form entitled PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format for the bid to be considered responsive.
15. NON PUBLIC WORK BIDS - Completed, Signed and Properly Notarized Affidavits (in Original Format) required; Non-Collusion Affidavit, and Campaign Contribution Affidavit must be completed, signed, notarized and submitted by low bidder within 10 days after bid opening to the Purchasing Department. See LSA-RS 38:2212.10; LSA-RS 38:2224; Code of Ordinances, Jefferson Parish, Louisiana, Sec 2-923.1 Failure to comply will cause bid to be rejected; the Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event. For the convenience of vendors, all affidavits have been combined into one form entitled NON PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format for the bid to be considered responsive.
16. The ensuing contract for this bid solicitation may be eligible for FEMA reimbursement and/or Federal funding reimbursement.. As such, the referenced attachment will be applicable accordingly and shall be considered a part of the bid documents. All applicable certifications must be duly completed, signed and submitted within 10 days of bid opening. Failure to submit applicable certifications within 10 days of bid opening will result in bid rejection.
17. For this project, the Contractor shall not pay any state or local sales or use taxes on materials and equipment which are affixed and made part of the immovable property of the project or which permanently incorporated in the project (hereinafter referred to as "applicable materials and equipment"). All purchases of applicable materials or equipment shall be made by the contractor on behalf of and as the agent of Jefferson Parish (Owner), a political subdivision of the State of Louisiana. No state and local sales and use taxes are owned on applicable materials and equipment under the provisions of Act 1029 of the 1991 Regular Session - Louisiana Revised Statute 47:301(8)(c). Owner will furnish contractor a certificate form which certifies that Owner is not required to pay such state or local sales and use taxes, and contractor shall furnish a copy of such certificate to all vendors or suppliers of the applicable materials and equipment

It shall be the duty of every parish officer, employee, department, agency, special district, board, and commission: and the duty of every contractor, subcontractor, and licensee of the parish, and the duty of every applicant for certification of eligibility for a parish contract or program, to cooperate with the Inspector General in any investigation, audit, inspection, performance review, or hearing pursuant to Jefferson Parish Code of Ordinances Section 2-155.10(19). By submitting a bid, vendor acknowledges this and will abide by all provisions of the referenced Jefferson Parish Code of Ordinances.

**All Public Work Projects are required to use the Louisiana Uniform Public Work Bid Form**

All prices must be held firm unless an escalation provision is requested in this bid. Jefferson Parish will allow one escalation during the term of the contract, which may not exceed the U.S. Bureau of Labor Statistics National Index for all Urban Consumers, unadjusted 12 month figure. The most recently published figure issued at the time an adjustment is requested will be used. A request must be made in writing by the vendor, and the escalation will only be applied to purchases made after the request is made.

Are you requesting an escalation provision?

YES \_\_\_\_\_ NO \_\_\_\_\_

MAXIMUM ESCALATION PERCENTAGE REQUESTED \_\_\_\_\_%

INITIAL BID PRICES WILL REMAIN FIRM THROUGH THE DATE OF \_\_\_\_\_.

For the purposes of comparison of bids when an escalation provision is requested, Jefferson Parish will apply the maximum escalation percentage quoted by the bidder to the period to which it is applied in the bid. The initial price and the escalation will be used to calculate the total bid price. It will be assumed, for comparison of prices only, that an equal amount of material or labor is purchased each month throughout the entire contract.

**DELIVERY: FOB JEFFERSON PARISH**

INDICATE DELIVERY DATE ON EQUIPMENT AND SUPPLIES \_\_\_\_\_

LOUISIANA CONTRACTOR'S LICENSE NO.: (if applicable) \_\_\_\_\_

**THIS SECTION MUST BE COMPLETED BY BIDDER:**

FIRM NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

TELEPHONE: ( ) \_\_\_\_\_ FAX: ( ) \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

In the event that addenda are issued with this bid, bidders MUST acknowledge all addenda on the bid form. Bidder must acknowledge receipt of an addendum on the bid form as indicated. Failure to acknowledge any addendum on the bid form will result in bid rejection.

Acknowledge Receipt of Addenda: NUMBER: \_\_\_\_\_

NUMBER: \_\_\_\_\_

NUMBER: \_\_\_\_\_

NUMBER: \_\_\_\_\_

TOTAL PRICE OF ALL BID ITEMS: \$ \_\_\_\_\_

AUTHORIZED

SIGNATURE: \_\_\_\_\_

Printed Name

TITLE: \_\_\_\_\_

SIGNING INDICATES YOU HAVE READ AND COMPLY WITH THE INSTRUCTIONS AND CONDITIONS.

**NOTE: All bids should be returned with the BID NUMBER and BID OPENING DATE indicated on the outside of the envelope submitted to the Purchasing Department.**

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00116919

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	1.00	EA	<p>A ONE-TIME PURCHASE AND INSTALLATION OF A GAS CHROMATOGRAPH AND AUTOSAMPLER FOR THE JEFFERSON PARISH DEPARTMENT OF WATER, WATER LAB</p> <p>0010 - AGILENT G3440B, 7890B GAS CHROMATO-GRAPH CUSTOM,</p> <p>INCLUDES:            LAN INTERFACE, 7693 INTERFACE, 20-RAMP OVEN PROGRAMMING, 6 HEATED ZONES, 2 ANALOG OUT, KEYBOARD AND DISPLAY PRESSURE SETPOINTS TO 0.001 PSI WITH THE FOLLOWING CONFIGURATION:            CAPILLARY SPLIT/SPLITLESS INLET WITH ELECTRONIC PNEUMATICS CONTROL (EPC), MICRO ELECTRON CAPTURE DETECTOR WITH EPC, FACTORY PLUMBING FOR QUICK INSTALLATION, OVEN EXHAUST DEFLECTOR</p> <p>VENDOR RESPONSIBLE FOR INSTALLATION AND FAMILIARIZATION AT INSTALLATION</p> <p>INSTRUMENT MUST WORK WITH EXISTING SOFTWARE ANALYSIS PACKAGE</p>		
2	1.00	EA	<p>0020 - AGILENT G4513A, 7693A AUTOINJECTOR</p> <p>INCLUDES:            TRANSFER TURRET, 16-SAMPLE TURRET, MOUNTING POST, PARKING POST FOR GC, 10 UL SYRINGE, AND SOLVENT BOTTLES.</p> <p>VENDOR RESPONSIBLE FOR INSTALLATION AND FAMILIARIZATION AT INSTALLATION</p>		
3	1.00	EA	<p>0030 - AGILENT G4514A, 7693 TRAY, 150 VIAL INCLUDES 3 REMOVABLE</p> <p>50 VIAL RACKS AND GC MOUNTING BRACKET</p> <p>VENDOR RESPONSIBLE FOR INSTALLATION AND FAMILIARIZATION AT INSTALLATION</p>		
4	1.00	EA	<p>0040 - AGILENT 123-5631, DB-5.625 COLUMN, 30 M, 0.32 MM, 0.25 UM</p> <p>*****</p> <p>INSTRUMENT WILL BE USED FOR THE ANALYSIS OF FEDERALLY REGULATED DISINFECTION BY-PRODUCTS IN DRINKING WATER.</p> <p>INSTRUMENT MUST BE COMPATIBLE WITH EXISTING AGILENT SOFTWARE PACKAGE THAT CONTROLS THE INSTRUMENT ITSELF.</p>		

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00116919

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			<p>VENDOR RESPONSIBLE FOR INSTALLATION AND FAMILIARIZATION AT INSTALLATION</p> <p>INSTALLATION TO INCLUDE BUT NOT LIMITED TO THE FOLLOWING:</p> <p>*ACTUAL SET-UP OF THE INSTRUMENT</p> <p>*INSTALL OF THE VARIOUS COMPONENTS SUCH AS: THE COLUMN AND THE AUTOSAMPLER</p> <p>*VENDOR TO ENSURE THAT THE INSTRUMENT COMMUNICATES TO EXISTING SOFTWARE PACKAGE</p> <p>*SET-UP OF THE METHOD FOR THIS PARTICULAR ANALYSIS WITHIN THE SOFTWARE</p> <p>*VENDOR TO ASSEMBLE COMPONENTS ON/IN THE NEW INSTRUMENT BEFORE USE</p> <p>*****</p>		

## **CORPORATE RESOLUTION**

EXCERPT FROM MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF  
\_\_\_\_\_  
INCORPORATED.

AT THE MEETING OF DIRECTORS OF \_\_\_\_\_  
INCORPORATED, DULY NOTICED AND HELD ON \_\_\_\_\_,  
A QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED. IT  
WAS:

RESOLVED THAT \_\_\_\_\_, BE AND IS HEREBY  
APPOINTED, CONSTITUTED AND DESIGNATED AS AGENT AND ATTORNEY-IN-  
FACT OF THE CORPORATION WITH FULL POWER AND AUTHORITY TO ACT ON  
BEHALF OF THIS CORPORATION IN ALL NEGOTIATIONS, BIDDING, CONCERNS  
AND TRANSACTIONS WITH THE PARISH OF JEFFERSON OR ANY OF ITS AGENCIES,  
DEPARTMENTS, EMPLOYEES OR AGENTS, INCLUDING BUT NOT LIMITED TO, THE  
EXECUTION OF ALL BIDS, PAPERS, DOCUMENTS, AFFIDAVITS, BONDS, SURETIES,  
CONTRACTS AND ACTS AND TO RECEIVE ALL PURCHASE ORDERS AND NOTICES  
ISSUED PURSUANT TO THE PROVISIONS OF ANY SUCH BID OR CONTRACT, THIS  
CORPORATION HEREBY RATIFYING, APPROVING, CONFIRMING, AND ACCEPTING  
EACH AND EVERY SUCH ACT PERFORMED BY SAID AGENT AND ATTORNEY-IN-  
FACT.

I HEREBY CERTIFY THE FOREGOING TO BE  
A TRUE AND CORRECT COPY OF AN  
EXCERPT OF THE MINUTES OF THE ABOVE  
DATED MEETING OF THE BOARD OF  
DIRECTORS OF SAID CORPORATION, AND  
THE SAME HAS NOT BEEN REVOKED OR  
RESCINDED.

\_\_\_\_\_  
**SECRETARY-TREASURER**

\_\_\_\_\_  
**DATE**



## **Non-Public Works Bid Affidavit Instructions**

- **Affidavit is supplied as a courtesy to Affiants, but it is the responsibility of the affiant to insure the affidavit they submit to Jefferson Parish complies, in both form and content, with federal, state and parish laws.**
- **Affidavit must be signed by an authorized representative of the entity or the affidavit will not be accepted.**
- **Affidavit must be notarized or the affidavit will not be accepted.**
- **Notary must sign name, print name, and include bar/notary number, or the affidavit will not be accepted.**
- **Affiant MUST select either A or B when required or the affidavit will not be accepted.**
- **Affiants who select choice A must include an attachment or the affidavit will not be accepted.**
- **If both choice A and B are selected, the affidavit will not be accepted.**
- **Affidavit marked N/A will not be accepted.**
- **It is the responsibility of the Affiant to submit a new affidavit if any additional campaign contributions are made after the affidavit is executed but prior to the time the council acts on the matter.**

*Instruction sheet may be omitted when submitting the affidavit*

**Non-Public Works Bid**

**AFFIDAVIT**

**STATE OF** \_\_\_\_\_

**PARISH/COUNTY OF** \_\_\_\_\_

BEFORE ME, the undersigned authority, personally came and appeared: \_\_\_\_\_  
\_\_\_\_\_, (Affiant) who after being by me duly sworn, deposed and said that  
he/she is the fully authorized \_\_\_\_\_ of \_\_\_\_\_ (Entity),  
the party who submitted a bid in response to Bid Number \_\_\_\_\_, to the Parish of  
Jefferson.

Affiant further said:

Campaign Contribution Disclosures

**(Choose A or B, if option A is indicated please include the required attachment):**

**Choice A** \_\_\_\_\_ Attached hereto is a list of all campaign contributions, including the date and amount of each contribution, made to current or former elected officials of the Parish of Jefferson by Entity, Affiant, and/or officers, directors and owners, including employees, owning 25% or more of the Entity during the two-year period immediately preceding the date of this affidavit or the current term of the elected official, whichever is greater. Further, Entity, Affiant, and/or Entity Owners have not made any contributions to or in support of current or former members of the Jefferson Parish Council or the Jefferson Parish President through or in the name of another person or legal entity, either directly or indirectly.

**Choice B** \_\_\_\_\_ there are **NO** campaign contributions made which would require disclosure under Choice A of this section.

Debt Disclosures

**(Choose A or B, if option A is indicated please include the required attachment):**

**Choice A** \_\_\_\_\_ Attached hereto is a list of all debts owed by the affiant to any elected or appointed official of the Parish of Jefferson, and any and all debts owed by any elected or appointed official of the Parish to the Affiant.

**Choice B** \_\_\_\_\_ There are **NO** debts which would require disclosure under Choice A of this section.

Affiant further said:

That Affiant has employed no person, corporation, firm, association, or other organization, either directly or indirectly, to secure the public contract under which he received payment, other than persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project or in securing the public contract were in the regular course of their duties for Affiant; and

*[The remainder of this page is intentionally left blank.]*

That no part of the contract price received by Affiant was paid or will be paid to any person, corporation, firm, association, or other organization for soliciting the contract, other than the payment of their normal compensation to persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project were in the regular course of their duties for Affiant.

\_\_\_\_\_  
Signature of Affiant

\_\_\_\_\_  
Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME

ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Printed Name of Notary

\_\_\_\_\_  
Notary/Bar Roll Number

My commission expires \_\_\_\_\_.

## **INSURANCE REQUIREMENTS - BIDS**

All insurance requirements shall conform to Jefferson Parish Resolution No. 113646 or No. 113647. The contractor shall not commence work under this contract until he has obtained all insurance and complied with the requirements of the specifications and said Parish Resolutions. Except as otherwise provided by law, the Parish Attorney's Office with the concurrence of the Director of Risk Management is authorized to omit in whole or part the insurance requirements of this section in connection with contracts. Vendors inquiring about this shall submit his written request to the Purchasing Department prior to the due date of the bid. Contractor must deliver and maintain such insurances as provided; failure to do so shall be grounds for suspension, discontinuation or termination of the contract.

*Successful bidder will be required to procure standard insurance policies evidencing Parish mandated insurance requirements indicated below. The current certificate of insurance must be submitted by low bidder within 10 days after bid opening to the Purchasing Department. Failure to comply will cause bid to be rejected.*

### **1. WORKER'S COMPENSATION INSURANCE**

As required by Louisiana State Statute, exception; Employer's Liability, Section B shall be \$1,000,000 per occurrence when Work is to be over water and involves maritime exposures to cover all employees not covered under the State Worker's Compensation Act, otherwise this limit shall be no less than \$500,000 per occurrence.

### **2. COMMERCIAL GENERAL LIABILITY**

Shall provide limits not less than the following: \$1,000,000.00 Combined Single Limit per Occurrence for bodily injury and property damage.

### **3. COMPREHENSIVE AUTOMOBILE LIABILITY**

Bodily injury liability \$1,000,000.00 each person; \$1,000,000.00 each occurrence.  
Property Damage Liability \$1,000,000.00 each occurrence.

## **DEDUCTIBLES**

No insurance required shall include a deductible not greater than \$10,000.00. The cost of the deductible shall be borne by the contractor.

NOTE: If the vendor requires a change in deductibles, the request must be submitted in writing to the Purchasing Department prior to the due date of the bid. Such request shall be reviewed by the Parish Attorney's Office.

## **UMBRELLA LIABILITY COVERAGE**

An umbrella policy or excess may be used to meet minimum requirements.

**CONSTRUCTION AND RENOVATION PROJECTS:**

Unless otherwise specified in the bid, these additional insurance is required. Such insurance is due upon contract execution.

**OWNER'S PROTECTIVE LIABILITY**

To be for the same limits of liability for bodily injury and property damage liability established for commercial general liability.

**BUILDER'S RISK INSURANCE**

The contractor shall maintain Builder's Risk Insurance at his own expense to insure both the owner (Parish of Jefferson) and contractor as their interest may appear.

**NOTE for CERTIFICATE HOLDER:**

All insurance certificates shall list the certificate holder as follows:

"The Parish of Jefferson, its Districts, Departments and Agencies under the direction of the Parish President and the Parish Council." Additionally, the address on the Certificates should reflect the department which is letting the bid and reference the respective bid number.

Revised 2.10.2014